

**MANSFIELD DOWNTOWN PARTNERSHIP
FINANCE AND ADMINISTRATION COMMITTEE**

THURSDAY, MARCH 24, 2011

MINUTES

Present: Chair Tom Callahan, Michael Allison, Phil Barry, Harry Birkenruth, Mark Hammond, and Matt Hart

Staff: Cynthia van Zelm

1. Call to Order

Phil Barry called the meeting to order at 3:10 in Tom Callahan's absence. Mr. Callahan arrived later in the meeting.

2. Approval of Minutes from February 24, 2011

Phil Barry made a motion to approve the minutes. Harry Birkenruth seconded the motion. The minutes were approved unanimously.

3. Update on DRAFT Budget

The Committee continued its discussion on the Partnership office space.

4. Update on Storrs Center

Cynthia van Zelm went over the schedule with respect to Storrs Center construction. She said the former UConn Publications building is scheduled to be demolished in May. The zoning permit approval process for the parking garage and the intermodal center is starting with the review process through the Partnership's Planning and Design Committee.

Mr. Callahan said that LeylandAlliance will take down the UConn property it is acquiring in phases. He noted that Leyland has also closed on the private property at 10 Dog Lane and 13 Dog Lane.

Mr. Birkenruth asked about an update on the commercial leasing including process. He would like Charter Realty (Leyland's commercial leasing agent) to be brought to a future meeting. Ms. van Zelm said that Howard Kaufman with LeylandAlliance and Charter Realty will be attending the next Partnership

Business Development and Retention Committee by phone. She suggested that they attend a Board meeting and will follow-up.

Mark Hammond and Michael Allison said that the leasing team should also be looking at space for professional offices to locate in Storrs Center as well.

Mr. Hart reviewed the Town Manager's proposed budget for the Town Council's consideration which includes a \$125,000 contribution to the Partnership's operating budget.

Mr. Hammond moved to go into Executive Session pursuant to Connecticut General Statutes sections 1-200 (6) (D), 1-200 (6) (E) and 1-210 (b) (5).

Mr. Brikenruth seconded the motion.

The motion was approved unanimously.

5. Executive Session pursuant to Connecticut General Statutes sections 1-200 (6) (D), 1-200 (6) (E) and 1-210 (b) (5).

Present: Committee members Mr. Allison, Mr. Barry, Mr. Birkenruth, Mr. Callahan, Mr. Hammond, and Mr. Hart

Also Present: Ms. van Zelm

6. AJ Pappanikou Volunteer of the Year

The Committee discussed the AJ Pappanikou Volunteer of the Year award and made a recommendation for Mr. Callahan to bring to the full Board of Directors.

7. Update on Four Corners Sewer and Water Advisory Committee

Ms. van Zelm said that Gene Nesbitt, chair of the Four Corners Sewer and Water Advisory Committee, had expressed interest at the last Four Corners Committee meeting in an endorsement from the Partnership Board of Director's of the Committee. Mr. Callahan asked if Mr. Nesbitt and Finance Committee member and Partnership representative on the Four Corners Committee, Phil Spak, could give an update at the next Finance and Administration Committee meeting.

8. Adjourn

The meeting adjourned at 5:15 pm.

Minutes taken by Cynthia van Zelm